MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of January, 2020, were approved by the Mason Transit Authority Board, by motion, on this 18th day of February, 2020.

Wes Martin, Chair

Sharon Trask, Vice-Chair

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matthew Jewett, Authority Member

Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member

Kevin Shutty, Authority Member

Sandy Tarzwell, Authority Member

ATTEST: Tracy Becht, Clerk of the Board

DATE: February 18, 2020

Mason Transit Authority
Minutes of the Regular Board Meeting
January 21, 2020
Transit-Community Center
601 West Franklin Street
Shelton

OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

Authority Voting Board Members Present: Randy Neatherlin, Chair; Wes Martin, Vice Chair; John Campbell, Kevin Dorcy, Deb Petersen, Kevin Shutty, Sandy Tarzwell and Sharon Trask. **Quorum met.**

Authority Voting Board Members Not Present: [Vacant Position.]

Authority Non-voting Board Member Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

Others Present: Tracy Becht, Clerk of the Board; Robert Johnson, Legal Counsel; Danette Brannin, General Manager; LeeAnn McNulty, Administrative Services Manager and Mike Ringgenberg, Operations Manager.

ACCEPTANCE OF AGENDA

Moved that the agenda for the January 21, 2020 Mason Transit Authority (MTA) regular board meeting be approved. **Martin/Trask. Motion carried.**

PUBLIC COMMENT – None.

INFORMATIONAL PRESENTATION

Amy Sampson and Rachel Parker of the North Mason Regional Fire Authority QRT team spoke on the history of the team, its current process and flow. A brief tour of the vehicle was provided to the Board and attendees. The vehicle was previously sold to the North Mason Regional Fire Authority by MTA for $1.00 through an intergovernmental disposition as approved by the Board in October, 2018.

BOARD ELECTIONS FOR 2020 BOARD OFFICERS

1. **Chair**. Board member Shutty nominated Vice Chair Martin to serve as Chair of the Board. Vice Chair Martin accepted the nomination. Additional calls for nomination were asked with no others being made. **Shutty/Trask. Motion carried unanimously.**
2. **Vice Chair.** Board member Shutty nominated Board member Trask to serve as Vice Chair of the Board. Board member Trask accepted the nomination. Additional calls for nomination were asked with no others being made. **Shutty/Dorcy. Motion carried unanimously.**

Newly elected Board Chair Martin assumed as Chair for the balance of the meeting.

CONSENT AGENDA

Moved to approve Consent Agenda items 1 – 3, as follows:

1. **Moved** to approve the draft minutes of the MTA Board regular meeting of December 17, 2019.

2. **Moved** that the Mason Transit Authority Board approve the financial reports for December 2019 as presented.

3. **Moved** that the Mason Transit Authority Board approve the payments of December 12, 2019 through January 16, 2020 financial obligations on checks #33552 through #33701, as presented for a total of $1,388,260.56.

Shutty/Petersen. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **Strategic Plan for Approval –** Danette Brannin, General Manager, indicated to the Board that the only change made to the Strategic Plan since it was brought before the Board in draft form in December was a change requested by Board member Campbell. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-01 to approve the Strategic Plan. **Trask/Petersen. Motion carried.**

NEW BUSINESS

1. **LMTAAA Contract –** LeeAnn McNulty, Administrative Services Manager, shared with the Board that the contract with the Lewis-Mason-Thurston Area Agency on Aging is being renewed for a one-year period. **Moved** that the Mason Transit Authority Board authorize the Chair to execute the Lewis-Mason-Thurston Area Agency on Aging Contract Number 18-1120-0041-06(3) for the provision of volunteer transportation services. **Neatherlin/Petersen. Motion carried.**
2. **Change Order #1 – Roundabout Project –** Ms. Brannin provided the Board with information relating to Change Order #1.
3. **Salary Compensation and Wage Matrix –** Ms. McNulty indicated that the first version of the Non-represented Placement Schedule was previously provided to the Board with the second draft of the 2020 Budget in November as well as research relating to the wages. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2020-02, to approve the Non-Represented Placement Scheduled. **Trask/Dorcy. Motion carried.**

4. **Capital Grant Agreement PTD005** – Ms. Brannin informed the Board that MTA had been awarded a Capital Grant Agreement for the purchase of two replacement heavy duty hybrid buses that will be used to replace two of MTA's worker driver buses. **Moved** that the Mason Transit Authority Board approve Resolution No. 2020-03 that approves the Capital Grant Agreement PTD0005 and authorizes the General Manager to sign that Agreement. **Shutty/Tarzwell. Motion carried.**
5. **Appointment of Citizen Adviser to MTA Authority Board** – Ms. Brannin shared with the Board that the Citizen Adviser role is for a one-year term and that MTA had received two applications for the Citizen Adviser. After each of the two candidates responded to questions posed by Board members, it was **moved** that there be a delay of appointing the Citizen Adviser until the February regular board meeting. **Shutty/Trask. Motion carried.**

INFORMATIONAL
Ms. Brannin updated the Board relating to the park and ride projects and securing a lobbyist. Ms. McNulty went over the information of the Operational Reports.

GENERAL MANAGER'S REPORT – Ms. Brannin had no additions to what was in her report.

COMMENTS BY THE BOARD
Board member Campbell commented that things are looking good for MTA.

PUBLIC COMMENT – [None].

Moved that the meeting be adjourned.

ADJOURNED 5:06 p.m.

UPCOMING MEETINGS AND PUBLIC HEARINGS

Mason Transit Authority Board
Regular Meeting
February 18, 2020 at 4:00 p.m.
Transit-Community Center
601 West Franklin Street
Shelton